



## Half Crown Neighborhood Conservation District Commission, City of Cambridge

831 Massachusetts Avenue, Cambridge, Massachusetts 02139 Telephone 617/349-4683  
Fax 617/349-3116, TTY 617/349-6112, E-mail: histcomm@ci.cambridge.ma.us

As owner of the property at \_\_\_\_\_, Cambridge,  
Massachusetts, I hereby make application to the Half Crown Neighborhood Conservation  
District Commission for issuance of a Certificate of (check one): ( ) Appropriateness,  
( ) Nonapplicability, or ( ) Hardship for the alteration, construction, or demolition  
described below:

Name of Record Owner: \_\_\_\_\_

Mailing Address of Record Owner: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Application made on behalf of (if applicable): \_\_\_\_\_

See other side for instructions.

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For office use only:

Received: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date of Certificate: \_\_\_\_\_

## Instructions for Completing this Application

This application must be filed with the Half Crown Neighborhood Conservation District Commission (c/o Cambridge Historical Commission office, 831 Massachusetts Ave., 2<sup>nd</sup> Floor, Cambridge, MA 02139) **before** work begins. It should be accompanied by sufficient data, such as sketches, scale drawings, or photographs, to enable the Commission to visualize changes in exterior appearance resulting from the proposed work. Drawings of a size not larger than 11" x 17" are preferred.

For new construction and additions, the following data is required.

1. Written description of the work to be done, including any anticipated repair or replacement for related rehabilitation (use application form provided).
2. Assessor's plan of the area showing all currently existing structures.
3. Plan of the existing site, including a **dimensioned** footprint of all existing buildings, parking areas, and driveways.
4. Plan of the proposed site, including a **dimensioned** footprint of all proposed buildings, parking areas and driveways, fence lines, and landscaping. Indicate removal of mature trees.
5. Sun/shadow study (if applicable).
6. Zoning analysis (as required by the Inspectional Services Department).
7. **Dimensioned** elevation of the streetscape, to show relative heights and distances of the surrounding buildings in comparison with the new structure.
8. Detailed, **dimensioned** elevations of any proposed alterations or construction, including door and window treatment.
9. Schedule of materials.

For other alterations, check with Historical Commission staff to determine what supporting documents are required.

## **Alterations Exempt from Full Commission Review**

The following types of alterations are exempt from full Commission review but nonetheless require a completed application and the issuance of a Certificate of Nonapplicability:

1. Alteration of an existing building in a manner that does not increase or diminish the existing building envelope and that does not require the removal of any cornice, fascia, soffit, bay, porch, hood, cornerboard, or window or door casing, or any other decorative element, and that does not alter the shape of the roof.
2. The application of vinyl, aluminum or other imitation clapboard siding in a manner that does not require the removal or enclosure of any cornice, fascia, soffit, bay, porch, hood, cornerboard or window or door casing, or any other decorative element. (the application of such siding over existing wall surfaces, or the removal of previously-applied siding and subsequent restoration of wall surfaces and trim, shall not be subject to review).
3. The installation of flat skylights or solar collectors parallel to and in close contact with the plane of the roof and not larger than one-third the area of the roof plane in which they are installed.
4. Permanent signs of a professional nature in residential zones, temporary signs or structures, lawn statuary and recreational equipment, and other such features as may be specified by the Commission, subject to such conditions as to dimension, location, lighting, or similar matters as the Commission may specify.
5. Storm doors and storm windows, screens, window air conditioners, lighting fixtures, antennae, trelliswork, and other such features as may be specified by the Commission.
6. Terraces, walks, driveways, sidewalks, and similar structures substantially at grade level, which are not to be used for parking between the principal front wall plane of a building and the street.
7. Walls and fences less than four feet high and located between the front wall plane of a building and the street. (Walls and fences less than six feet high elsewhere on a property shall not be subject to review).

Finally, there is no review over the color of paint or the color of roof materials used on properties in the Half Crown Neighborhood Conservation District.

## **Administration of the Half Crown Neighborhood Conservation District**

The Half Crown Neighborhood Conservation District is administered under the Cambridge Historical Buildings and Landmarks Ordinance (Cambridge City Code, Chapter 2.78), and Cambridge City Council order establishing the Half Crown Neighborhood Conservation District.

The purpose of the ordinance is to preserve and protect the beauty and heritage of the City's neighborhoods and to make the City a more attractive place in which to live and work. Under the terms of the ordinance, all construction, demolition, or alteration of exterior architectural features in a Neighborhood Conservation District that are visible from a public way are subject to review by a Neighborhood Conservation District commission.

In the case of the Half Crown Neighborhood Conservation District, all applications to construct a new building, to demolish an existing structure, to construct a parking lot as a principal use, or to construct an addition that increases the gross floor area of an existing structure are subject to binding review. All other determinations of the Commission are advisory and non-binding.

The Commission reviews proposed changes to exterior architectural features and makes its determinations at a public hearing. The Commission considers the historic and architectural value and significance of the property; the general design, arrangement, texture, and material of the features in question; and the relation of such features to similar features in the surrounding area. For new construction, it takes into account the layout, volume, and relative scale of the proposed design, as well as provisions for parking and open space. For demolition, it considers the physical condition of the building; the design of the proposed replacement, if any; and claims of hardship.

After public review, the Commission issues a **Certificate of Appropriateness** (granted when the proposed changes are not incongruous to the conservation of the district); a **Certificate of Hardship** (granted when refusal to Certificate of Appropriateness would cause the applicant substantial hardship, financial or otherwise); or a **Certificate of Nonapplicability**. (A Certificate of Nonapplicability is issued for a project that is not subject to the Commission's review. In such cases, the certificate is normally issued by the staff of the Commission without the full review of the Commission). **In all cases, however, a Certificate of Appropriateness, Hardship, or Nonapplicability must be issued prior to obtaining a building permit or commencement of work.**